

Instructions for Electronic Submission of VETS-100 Reports for 2014



File Format Requirements

Use this checklist to ensure that your VETS-100 report meets the 2014 requirements for electronic submission.

1. All applicable fields are completed for these records
 - One record for headquarters
 - One record for each hiring location
2. Only CAPITAL LETTERS are used in the alphabetical fields
3. The file is saved in ASCII comma-delimited text (.txt) or (.csv) format
 - Contains plain-text data with each field separated (delimited) from the next by a comma
 - Has a filename with a .txt extension (such as: VETS-100.txt) or .csv

(NOTE: DOL no longer accepts fixed field text (.txt) files)

4. Is contained within one .txt file
 - Do not create a separate text file for each record
 - Do not submit unneeded files, such as Microsoft Word or WordPerfect documents. If you have comments to include with your submission, send a separate printed correspondence (hard copy) on company letterhead.
 - Do not include the description row (as shown, highlighted and BOLD below)

#	A	B	C	D	E
1	Company No	Ending Period	Contractor Type	Form Type	MSC Number
2	T123456	08/31/2014	S	MHQ	0
3	T123456	08/31/2014	S	MHL	0
4	T123456	08/31/2014	S	MSC	3

What is an ASCII Comma Delimited Text (.txt) File?

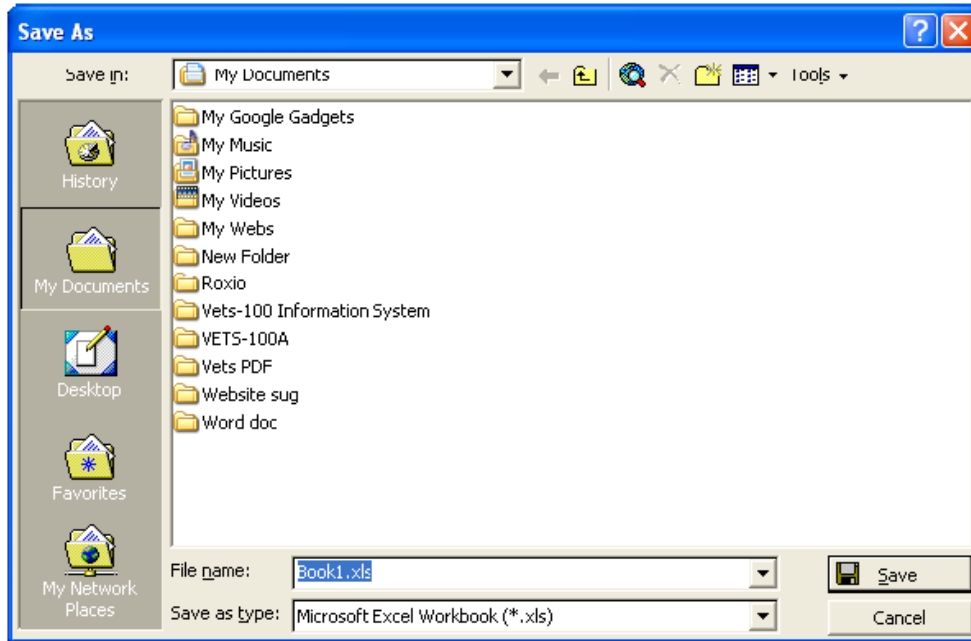
An ASCII text file is a small, simple document that can be created by a text editor such as Microsoft Notepad or exported from a spreadsheet application such as Microsoft Excel.

(NOTE: ASCII (American Standard Code for Information Interchange) refers to “plain-text” which includes the 128 characters (numbers, upper and lower-case letters, and symbols) that are most likely found on your computer keyboard.)

Exporting from a Microsoft Excel Spreadsheet

Follow these steps to export your Excel spreadsheet data (.xls, .xlsx or .csv) as a text file (.txt)

1. With your workbook open in Excel, select the “File” menu, and then select “Save As.”
2. In the “Save as type” dropdown list, select the “CSV (Comma delimited) (*.csv).” file type.



3. Enter a name for your file and save it to your hard drive.
 4. Close Excel
 5. Open Notepad
- (NOTE: For most systems, Notepad can be found under **Start Menu → Programs → Accessories.**)
6. Within Notepad, select the “File” menu, then select “Open.”
 7. Locate the (.csv) file on your hard drive and open it. Once opened, you will see horizontal rows of comma-delimited fields.
 8. Select the “File” menu, select “Save As”
 9. In the “Save As Type” dropdown list, select “Text Document”
 10. Give your file a unique name and save it on your hard drive.

(NOTE: Similar steps are used to export from a non-Microsoft Excel spreadsheet (such as Lotus 1-2-3, or OpenOffice Calc. If you have questions exporting from your non-Excel spreadsheet, you can email VETS100-customersupport@dol.gov or call the VETS-100 Service Center at (866) 237-0275.)

Record Requirements

Don't Use "0" as a Spacer

Only enter "0" when it represents a real value (such as the Total for Column P).

Use blanks instead of "0" to fill field size requirements.

Don't Use Hyphens Within Fields

Do not use hyphens in the field for the NAICS, DUNS or EIN data items.

Example: 203334444 *Correct*

20-333-4444 *Incorrect*

Don't Use Commas within Fields

Since commas are used to separate data fields, they cannot be used within fields.

For example, do not separate the street address and suite with a comma.

Example: 6101 STEVENSON SUITE 600 ALEXANDRIA *Correct*

6101 STEVENSON, SUITE 600, ALEXANDRIA *Incorrect*

One Record per Line

All records must be horizontal, not vertical, with each entire record on one line.

Example: T502024,08171999,ACME INC,123 MAIN ST *Correct*

No Padding is Required

For example, if the value in the City field is only 10 characters, do not pad the field with 10 blank spaces to fill the 20-character field size

Example: ,12,0,8,0,123,,,1,2,0 *Correct*

,00000012,0000000,0000008,0,00000123,0, *Incorrect*

Comma Layout Errors

The most common layout errors:

- a) Wrong number of commas resulting in misallocated data
- b) Including an additional comma within the street address
- c) Vertical records
- d) Header/footer or comments in file
- e) Insufficient data

*Most submissions with these errors are returned for correction

Additional Data Requirements

1. Use only “P” for “Prime Contractor,” “S” for “Subcontractor,” or “B” for “Both.” The field will only allow one letter.
2. Use “S” for “Single Establishment,” “MHQ” for “Multiple Establishment Headquarters,” “MHL” for “Multiple Establishment–Hiring Location,” or “MSC” for “Multiple Establishment State–Consolidated”.
3. If the form type is a state consolidated form, specify the number of locations in field #5, “MSC Number”

A List of the Fields for a VETS-100 Electronic Submission

Field No.	Field Name	Type	Size	Field No.	Field Name	Type	Size
1	Company No	Text	7	10	County	Text	50
2	Twelve Month Ending Period	Text (MM/DD/YYYY)	8	11	State	Text	2
3	Type of Reporting Organization	Text	1	12	Zip code	Text	10
4	Type of Form	Text	3	13	Name of Company Contact	Text	100
5	Number of MSC Locations	Text	8	14	Telephone for Contact	Text	20
6	Name of Parent Company	Text	100	15	Email	Text	100
7	Address (Number and Street)	Text	100	16	HL Number*	Text	100
8	Second street address	Text	100	17	Name of Hiring Location	Text	100
9	City	Text	50	18	HL Address (Number and Street)	Text	100

19	HL Second Address	Text	100	33	Other Protected Veterans new hires - Officials and Managers (R1)	Number (Integer)	8
20	HL City	Text	50	34	Recently Separated Veterans new hires - Officials and Managers (S1)	Number (Integer)	8
21	HL County	Text	50	35	Total New Hires, Both Veterans and Non-Veterans - Officials and Managers (T1)	Number (Integer)	8
22	HL State	Text	2	36	Special Disabled Veterans employees - Professionals (L2)	Number (Integer)	8
23	HL Zip code	Text	10	37	Vietnam Era Veterans employees - Professionals (M2)	Number (Integer)	8
24	NAICS	Text	6	38	Other Protected Veterans employees - Professionals (N2)	Number (Integer)	8
25	DUNS	Text	9	39	Recently Separated Veterans employees - Professionals (O2)	Number (Integer)	8
26	Employer ID	Text	9	40	Special Disabled Veterans new hires - Professionals (P2)	Number (Integer)	8
27	Special Disabled Veterans employees - Officials and Managers (L1)	Number (Integer)	8	41	Vietnam Era Veterans new hires - Professionals (Q2)	Number (Integer)	8
28	Vietnam Era Veterans employees - Officials and Managers (M1)	Number (Integer)	8	42	Other Protected Veterans new hires - Professionals (R2)	Number (Integer)	8
29	Other Protected Veterans employees - Officials and Managers (N1)	Number (Integer)	8	43	Recently Separated Veterans new hires - Professionals (S2)	Number (Integer)	8
30	Recently Separated Veterans employees - Officials and Managers (O1)	Number (Integer)	8	44	Total New Hires, Both Veterans and Non-Veterans - Professionals (T2)	Number (Integer)	8
31	Special Disabled Veterans new hires - Officials and Managers (P1)	Number (Integer)	8	45	Special Disabled Veterans employees - Technicians (L3)	Number (Integer)	8
32	Vietnam Era Veterans new hires - Officials and Managers (Q1)	Number (Integer)	8	46	Vietnam Era Veterans employees - Technicians (M3)	Number (Integer)	8

47	Other Protected Veterans employees - Technicians (N3)	Number (Integer)	8	60	Other Protected Veterans new hires - Sales Workers (R4)	Number (Integer)	8
48	Recently Separated Veterans employees - Technicians (O3)	Number (Integer)	8	61	Recently Separated Veterans new hires - Sales Workers (S4)	Number (Integer)	8
49	Special Disabled Veterans new hires - Technicians (P3)	Number (Integer)	8	62	Total New Hires, Both Veterans and Non-Veterans - Sales Workers (T4)	Number (Integer)	8
50	Vietnam Era Veterans new hires - Technicians (Q3)	Number (Integer)	8	63	Special Disabled Veterans employees - Administrative Support Workers (L5)	Number (Integer)	8
51	Other Protected Veterans new hires - Technicians (R3)	Number (Integer)	8	64	Vietnam Era Veterans employees - Administrative Support Worker (M5)	Number (Integer)	8
52	Recently Separated Veterans new hires - Technicians (S3)	Number (Integer)	8	65	Other Protected Veterans employees - Administrative Support Worker (N5)	Number (Integer)	8
53	Total New Hires, Both Veterans and Non-Veterans - Technicians (T3)	Number (Integer)	8	66	Recently Separated Veterans employees - Administrative Support Worker (O5)	Number (Integer)	8
54	Special Disabled Veterans employees - Sales Workers (L4)	Number (Integer)	8	67	Special Disabled Veterans new hires - Administrative Support Worker (P5)	Number (Integer)	8
55	Vietnam Era Veterans employees - Sales Workers (M4)	Number (Integer)	8	68	Vietnam Era Veterans new hires - Administrative Support Worker (Q5)	Number (Integer)	8
56	Other Protected Veterans employees - Sales Workers (N4)	Number (Integer)	8	69	Other Protected Veterans new hires - Administrative Support Worker (R5)	Number (Integer)	8
57	Recently Separated Veterans employees - Sales Workers (O4)	Number (Integer)	8	70	Recently Separated Veterans new hires - Administrative Support Worker (S5)	Number (Integer)	8
58	Special Disabled Veterans new hires - Sales Workers (P4)	Number (Integer)	8	71	Total New Hires, Both Veterans and Non-Veterans - Administrative Support Worker (T5)	Number (Integer)	8
59	Vietnam Era Veterans new hires - Sales Workers (Q4)	Number (Integer)	8	72	Special Disabled Veterans employees - Craft Workers (L6)	Number (Integer)	8

73	Vietnam Era Veterans employees - Craft Workers (M6)	Number (Integer)	8	88	Recently Separated Veterans new hires - Operatives (S7)	Number (Integer)	8
74	Other Protected Veterans employees - Craft Workers (N6)	Number (Integer)	8	89	Total New Hires, Both Veterans and Non-Veterans - Operatives (T7)	Number (Integer)	8
75	Recently Separated Veterans employees - Craft Workers (O6)	Number (Integer)	8	90	Special Disabled Veterans employees - Laborer/Helpers (L8)	Number (Integer)	8
76	Special Disabled Veterans new hires - Craft Workers (P6)	Number (Integer)	8	91	Vietnam Era Veterans employees - Laborer/Helpers (M8)	Number (Integer)	8
77	Vietnam Era Veterans new hires - Craft Workers (Q6)	Number (Integer)	8	92	Other Protected Veterans employees - Laborer/Helpers (N8)	Number (Integer)	8
78	Other Protected Veterans new hires - Craft Workers (R6)	Number (Integer)	8	93	Recently Separated Veterans employees - Laborer/Helpers (O8)	Number (Integer)	8
79	Recently Separated Veterans new hires - Craft Workers (S6)	Number (Integer)	8	94	Special Disabled Veterans new hires - Laborer/Helpers (P8)	Number (Integer)	8
80	Total New Hires, Both Veterans and Non-Veterans - Craft Workers (T6)	Number (Integer)	8	95	Vietnam Era Veterans new hires - Laborer/Helpers (Q8)	Number (Integer)	8
81	Special Disabled Veterans employees - Operatives (L7)	Number (Integer)	8	96	Other Protected Veterans new hires - Laborer/Helpers (R8)	Number (Integer)	8
82	Vietnam Era Veterans employees - Operatives (M7)	Number (Integer)	8	97	Recently Separated Veterans new hires - Laborer/Helpers (S8)	Number (Integer)	8
83	Other Protected Veterans employees - Operatives (N7)	Number (Integer)	8	98	Total New Hires, Both Veterans and Non-Veterans - Laborer/Helpers (T8)	Number (Integer)	8
84	Recently Separated Veterans employees - Operatives (O7)	Number (Integer)	8	99	Special Disabled Veterans employees - Service Workers (L9)	Number (Integer)	8
85	Special Disabled Veterans new hires - Operatives (P7)	Number (Integer)	8	100	Vietnam Era Veterans employees - Service Workers (M9)	Number (Integer)	8
86	Vietnam Era Veterans new hires - Operatives (Q7)	Number (Integer)	8	101	Other Protected Veterans employees - Service Workers (N9)	Number (Integer)	8
87	Other Protected Veterans new hires - Operatives (R7)	Number (Integer)	8	102	Recently Separated Veterans employees - Service Workers (O9)	Number (Integer)	8

103	Special Disabled Veterans new hires - Service Workers (P9)	Number (Integer)	8	111	Recently Separated Veterans employees - Total (O10)	Number (Integer)	8
104	Vietnam Era Veterans new hires - Service Workers (Q9)	Number (Integer)	8	112	Special Disabled Veterans new hires - Total (P10)	Number (Integer)	8
105	Other Protected Veterans new hires - Service Workers (R9)	Number (Integer)	8	113	Vietnam Era Veterans new hires - Total (Q10)	Number (Integer)	8
106	Recently Separated Veterans new hires - Service Workers (S9)	Number (Integer)	8	114	Other Protected Veterans new hires - Total (R10)	Number (Integer)	8
107	Total New Hires, Both Veterans and Non-Veterans - Service Workers (T9)	Number (Integer)	8	115	Recently Separated Veterans new hires - Total (S10)	Number (Integer)	8
108	Special Disabled Veterans employees - Total (L10)	Number (Integer)	8	116	Total New Hires, Both Veterans and Non-Veterans - Total (T10)	Number (Integer)	8
109	Vietnam Era Veterans employees - Total (M10)	Number (Integer)	8	117	Maximum Number	Number (Integer)	8
110	Other Protected Veterans employees - Total (N10)	Number (Integer)	8	118	Minimum Number	Number (Integer)	8

Comments Regarding Fields

- * The hiring location number does not appear on the VETS-100 form. Rather, this field is intended for electronic reporting and represents free space provided for the use of reporting federal contractors and subcontractors. Use of this field is not required. The intent is to provide space for the entry of whatever unique identifier is used by the reporting federal contractor or subcontractor to distinguish the individual hiring locations that are included under the same company number.

Submitting the VETS-100 Report

Your 2012 VETS-100 report and / or your report for all state consolidated locations may be electronically submitted in one of two ways:

1. Upload the file from your computer
2. Submit the form on electronic media
 - When mailing media, identify your disk by including a blank, printed copy of your pre-identified VETS-100 form
 - Submit on one of two acceptable forms of electronic media:
 - DVD
 - CD

(NOTE: Many federal contractors and subcontractors produce VETS-100 reports using software specifically developed for HR departments. Many of these vendors have modified their products to publish electronic files in the

required format. If your organization uses this type of software, you may want to inquire with your vendor about the product's ability to produce the VETS-100 file in the correct format.

If you have questions about electronic submission, please email VETS100-customersupport@dol.gov or call the VETS-100 Service Center at (866) 237-0275.